

**REQUEST FOR QUALIFICATIONS
FROM CONSULTING ENGINEERS
FOR WASTEWATER TREATMENT PLANT DESIGN SERVICES
CITY OF VERSAILLES, KENTUCKY
April 24, 2015**

I. INTRODUCTION

The City of Versailles (“the City”), Kentucky is requesting Statement of Qualifications for engineering and architectural services relating to its Wastewater Treatment Plant Expansion Project.

II. SUBMITTAL PROCEDURE

To be considered, respondents shall submit a total of seven (7) RFQ responses (one original signed in ink by a principal of the company and six copies). Submittal shall be enclosed in a sealed envelope plainly identified on the outer envelope with the proposer’s name and address, along with “**Engineering Design and Consulting Services-WASTEWATER TREATMENT PLANT DESIGN**” and received by the City of Versailles by:

2:00 p.m. EST on Thursday, May 28, 2015,

Submittals should be addressed to:

City of Versailles
WWTP RFQ
City of Versailles
196 South Main Street
P.O. Box 625
Versailles KY 40383

It is the responsibility of the vendor to insure that the proposal is received at the proper location by the specified time. Late proposals will not be considered and will be returned unopened. Telephone or electronic offers will not be accepted.

III. BACKGROUND

The City of Versailles currently operates a Wastewater Treatment Plant with a design flow of 3.0 MGD. The historical and current actual flow is 2.1 MGD. Most of the existing WWTP was constructed in 1992, with some significant upgrades being made in 2005. The City anticipates expanding its current plant to 4.5 MGD.

A copy of the City’s Regional Wastewater Facilities Plan (Final Document approved by the Kentucky Division of Water on 1/20/15) showing proposed processes in the expansion can be found at www.versailles.ky.gov.

IV. DESCRIPTION OF PROJECT

The project includes design and construction of the Versailles Wastewater Treatment Plant Expansion. The City anticipates selecting an Engineer in June or July of 2015 and having design completed no more than twelve months after contract is signed.

V. SCOPE OF SERVICES

The scope of the Project could include, but not be limited to, the following project management and design services: engineering (civil, electrical, mechanical, structural, etc.), surveying, architecture, geotechnical engineering, environmental services, cultural resource evaluation, construction administration and/or resident project representation.

VI. CONTENT OF PROPOSAL

The proposal(s) should be constructed as follows:

A. Letter of Transmittal and Interest

B. Qualifications and Experience of the Firm

Provide a description of the experience and/or technical expertise of the firm with regard to the type of services to be provided and projects of a similar nature. In addition, provide a narrative description of recently completed design projects of a similar nature. Respondents must have completed the design of at least three wastewater treatment plant projects of a similar nature, scope and size in the last ten (10) years. Provide an Owner contact, with phone number, for each project. Individual or firm experience should be noted. Priority consideration will be given to work performed in Kentucky.

C. Project Team and Individual Qualifications

Provide a resume for each key team member with emphasis on the Project Manager. **Include only staff that will have a direct role in the project.** The City reserves the right to cancel any contract resulting from a successful qualification selection should staffing changes be necessary within the firm and appropriate replacement staff not be forthcoming. If partnering with another firm(s) is proposed, please identify project team members and roles for all participants.

Respondents are to identify the office location(s) of each identified team member. Further, it should be clearly noted whether the team members are employees of the respondent or subconsultants.

D. Capacity to Perform

Provide the capacity of the firm to work within time limitations, taking into consideration the current and planned workload of the firm. Respondent shall indicate the location of the office(s) in which all disciplines of the work will be performed and which tasks, if any, will be performed by subconsultants.

E. Familiarity with the City of Versailles and State Wastewater Regulations

Provide in narrative and/or table format information that will demonstrate a familiarity with the City of Versailles and its wastewater treatment facility. Respondent shall also demonstrate familiarity with the Kentucky Division of Water and Kentucky's wastewater regulations.

F. Project Understanding and Approach

Provide in narrative form a statement detailing the respondent's understanding of City of Versailles' specific needs associated with the Wastewater Treatment Plant Expansion Project and the respondent's approach to the project.

The Proposal should be brief and concise and should not exceed 10 single-sided pages in length, excluding the transmittal letter and team member resumes. Copies of plans, specifications, or other engineering reports will not be accepted. The content shall be outlined as above.

VII. CONTACT FOR INFORMATION

Any questions regarding this RFQ must be directed in writing or by e-mail to:

Ms. Mitzi Delius
Utilities Manager
City of Versailles, Kentucky
196 S. Main Street
P.O. Box 625
Versailles, KY 40383
mdelius@cityhall.versaillesky.com

Questions must be submitted no later than one week prior to the due date of the RFQ submittal. Please reference "Versailles WWTP RFQ" in the heading of email messages. Questions later than one week prior to submittal of the RFQ may not be considered.

Discussions with the Mayor or other elected officials of the City of Versailles concerning this RFQ or the Versailles Wastewater Treatment Plant after the date of issuance of the Request for Qualifications is prohibited and shall be grounds for disqualification of the firm or team.

VIII. SELECTION CRITERIA

Submittals will be evaluated based on the following criteria:

- Qualifications and Experience of the Firm
- Project Team and Individual Qualifications
- Capacity to Perform
- Familiarity with the City of Versailles and with KY Wastewater Regulations
- Project Understanding and Approach
- Any other criteria the City may consider pertinent to the review process

IX. SELECTION PROCESS

A selection committee will evaluate the Statements of Qualifications according to the criteria listed in Section VIII. Based on ratings, the selection committee may choose to invite representatives from one or more firms making proposals to make presentations and/or verbally answer questions. Following this process, the committee will decide to either (1) attempt to negotiate engineering services agreement with the top ranked firm, or (2) if negotiations are not successful, dismiss the top ranked firm and initiate discussions with the second ranked firm. This procedure may be repeated as many times as necessary until an agreement can be negotiated that is satisfactory to both parties. The City reserves the right to evaluate the responses submitted, to waive any informalities and irregularities therein, or to reject any or all submittals should it be deemed in the best interest of the City.

X. EQUAL EMPLOYMENT OPPORTUNITY

Attention of all respondents is called to the following regulations and requirements; Title VI of the 1964 Civil Rights Act, Section 3, Housing and Urban Development Act of 1968, Segregated Facilities, Section 109, Housing and Community Development Act of 1974 and Executive Order 11246.

No person shall be excluded from participation in, denied benefits of or subjected to discrimination in the implementation of this project on the grounds of race, color, national origin, sex, or age. The City of Versailles is an Equal Opportunity Employer.

XI. SPECIAL PROVISIONS

Consultants should be aware of and comply with the following:

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age, (40-70 years) or national origin
- Section 503 of the Rehabilitation Act of 1973 states:

The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

The Secretary of Labor may investigate the employment practices of any Government contractor or subcontractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.